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2 November 1987

MEMORANDUM FOR: Meeting Attendees

FROM:



Chairman, ILSP Working Group

SUBJECT:

ILSP Working Group Meeting Minutes - 29 October 1987

1. The scheduled bi-weekly ILSP Working Group (ILSP WG) Meeting was held at 1030 hours on 29 October 1987. The following representatives were present:

DC/FMD/OL
DI/MPSS
DCI
DDA/OMS
OS/PSD
DDO/SMO
ILSP
OS
O/DDA
ILSP
OL/FMD
OL/FMD
ILSP
ILSP

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STAT 2. The meeting opened with a review of the minutes of the previous ILSP WG meeting, held on 15 October 1987. The minutes were accepted as prepared. [] stated that, in the future, copies of the minutes would be sent to all principal and alternate members of the group. He also stated that the minutes should not be considered as a formal DDA announcement. The meeting then proceeded to the formal agenda and the following items were discussed:

STAT 3. Safe Policy for the NHB (Action Item 21):

- A. [] OS, stated that the NHB as designed meets the minimum security requirements for open storage of TS/SCI classified information. The use or requirement for safes remains within the authority of management and/or the project manager. OS does not require safes, nor object to their use.
- B. The issue of compartmentation was discussed with the following points being made:
- 1) The DI position is that 6' partitions do not constitute adequate compartmentation.
 - 2) To the greatest extent possible components should attempt to group people with like clearances within planned work spaces.
 - 3) The Chief of SE Division is adamant that he must have compartmentation within his division.
 - 4) It was stated that 60% of the NHB is allocated in private offices. The OL position is that if safes are required, they would only be placed in private offices, with a limit of one safe per office.
 - 5) The DI is continuing to seek compartmentation restriction/guidance from program managers external to the CIA.

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4. Employee Service Center (ESC) Planning

- A. A memo from EXO/OP describing placement of the ESC in the NHB was reviewed and discussed.
- B. OS expressed concern about after hours control, and stated they want to review the requirements.
- C. OS stated that any terminals used must be Tempest approved because the area is not shielded.
- D. OS will further review the ESC proposal and will come back to the ILSP WG in two weeks with any additional constraints and comments.

5. ILSP HQs Notice

A current ILSP WG membership list was presented to the group for information.

6. HQs Compound Parking

- A. (OL/FMD) briefed on HQ Compound Parking.
- B. There will be a parking shortage in the 1989 and 1990 time period if initiatives are not undertaken now.
- C. In order to alleviate the parking problem, efforts will be made to encourage shared riding through an educational program and EOD pamphlet, Metro Service will be promoted, and the use of special buses will be investigated. Gate assignments may be issued if required.
- D. Traffic counts are being made at the 3 compound gates. A peak of vehicles per hour is currently reached. Traffic should be reduced at the 123 gate because of local visibility by residents.
- E. Surveys in November will lead to future reallocation. Contractor parking will be closely reviewed. Centrex will be here until April.

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- F. Current rider statistics show that there are now persons per car here, the government average is 1.7, and our objective is to achieve
- G. Other factors that will be reviewed in minimizing traffic peaks and reducing overall traffic are flexible hours, special mini buses, and van pools.
- H. The time when parking becomes critical will be when OTS moves in.
- I. It was pointed out that reserved spaces are underutilized and that greater use of general permits would be more effective.

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7. NHB Current Activities

- A. OS and DO ILSP representatives stated they will designate alternate members to the ILSP WG.
- B. described the things that need to be done when NHB space is turned over to OL (e.g. install alarms, furniture, carpeting) before components can move in.
- C. It was stated that the detailed schedules for moves need to be revised; however, the revised schedules will not be released prematurely.
- D. Wiring requirements for computers and special equipment was discussed. requested that all representatives review their requirements and send a memo to ILSP with any additions. He said that OSWRs memo should be used as a model.

8. Policy on NHB Tours

A plea was made to minimize the number of tours of the NHB and where possible, to consolidate them.

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9. NHB Drape Policy

- A. The NHB was designed for mini-blinds and not for drapes.
- B. After moves to the NHB have been completed, Fine Arts will be asked to review the policies and make a proposal concerning the use of drapes in the NHB.

10. Escort Situation

- A. There is a severe shortage of escorts. This shortage has caused delays in work and has resulted in some contractor personnel (e.g. Contel) being sent home at full pay.
- B. There is a need for 400 escorts and only 200 are available.

11. Action Item Review

- | | |
|---------|---|
| ILSP-21 | Prepare a statement of purpose and functions for the ILSP Planning Staff - deferred two weeks. |
| ILSP-22 | Prepare a memo for OL signature requesting OS policy on need for safes in NHB - Closed (Verbal) |
| ILSP-23 | Insure that DO appoints a replacement representative and alternate representative to the ILSP Working Group. - deferred two weeks |

12. New Action Items Assigned

- | | | | |
|------|---------|---|---|
| STAT | ILSP-24 | Restate DS&T need for natural gas in the NHB OTS labs. | <div style="border: 1px solid black; width: 150px; height: 30px; display: flex; align-items: center; justify-content: center;">DS&T</div> |
| STAT | ILSP-25 | Obtain formal approval of OMS deadbolt/door alarm combination in NHB. | <div style="border: 1px solid black; width: 150px; height: 30px; display: flex; align-items: center; justify-content: center;">OMS</div> |

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STAT ILSP-26 OS to review ESC proposal and report to [redacted] *radio*
ILSP WG any further constraints.
- Due 12 November 1987 OS

STAT ILSP-27 OS is to appoint an alternate
representative to the ILSP WG [redacted]
- Due 12 November 1987. OS

13. The next ILSP meeting is scheduled for ¹⁰³⁰~~1330-1500~~, 12 November
1987 in room 3E14, Headquarters.

STAT [redacted]

Distribution:
a/s

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ILSP WORKING GROUP AGENDA

29 OCTOBER 1987

- SAFE POLICY FOR THE NHB
- EMPLOYEE SERVICE CENTER (ESC) PLANNING
- ILSP HQS NOTICE
- HQS COMPCUND PARKING
-
- NHB CURRENT ACTIVITIES
- POLICY ON NHB TOURS
- NHB DRAPE POLICY
- ESCORT SITUATION
- ILSP MINUTES REVIEW AND HANDLING
- ACTION ITEM REVIEW

STAT